

CITY OF ENGLEWOOD

CITY COUNCIL WORKSHOP MEETING

MUNICIPAL COURT 73 S. VAN BRUNT STREET

January 10, 2012 – 7:30 pm

OPEN PUBLIC MEETINGS ACT STATEMENT

WORKSHOP AGENDA ITEMS:

- **Resolution for Vote:**
 - Res # 029-01-10-12 Appointment of Class III Member – Planning Board

- **Resolutions for Discussion:**
 - Authorize Agreement for 2012 Green Communities Grant
 - Award Professional Services Contract for Real Estate Appraiser to Defend the 2012 Tax Appeals Filed with the Bergen County Board of Taxation
 - Award Professional Services Contract to Di Cara/Rubino Architects for Reroofing, Brick Repointing and HVAC Roof Top Unit Corrective Measures
 - Appointment of a Municipal Auditor
 - Award of Contract for Appraisal Services for New Construction and Improvements for Added Assessments
 - Award of Contract for Police Department- Dispatch Area Design and Construction Documents

- **Ordinances for Discussion:**
 - An Ordinance Amending Chapter 12, Article 1 Solid Waste Disposal and Recycling, Section 12-4 of the Health & Sanitation Ordinance of the Revised General Ordinances of the City of Englewood (***Correcting regulations to read Front Yard Pick up rather than Rear Yard Pick up***)
 - An Ordinance Amending Ordinance No. 09-23 Establishing a Green Team Pursuant to Sustainable New Jersey

DISCUSSION:

- 2012 Budget
- James Street
- Liberty School and John T. Wright Ice Arena Study
- Completeness Review Procedures and New Application and Checklist Forms (for Board of Adjustment and Planning Board)
- Traffic Advisory Committee Recommendations

PUBLIC SESSION:

CLOSED SESSION:

- Appointments to Boards and Committees

CITY OF ENGLEWOOD

RESOLUTION #029-01-10-12

APPOINTMENT OF CLASS III MEMBER – PLANNING BOARD

BE IT RESOLVED, by the City Council of the City of Englewood, Bergen County, State of New Jersey; that the following appointment is confirmed commencing January 1, 2012 and expiring December 31, 2012:

Class III Member – Planning Board

Jack Drakeford

COUNCIL	MOTION	AYES	NAYS	ABSTAIN	ABSENT
<i>Algrant</i>					
<i>Forman</i>					
<i>Skurnick</i>					
<i>Cohen</i>					
<i>Drakeford</i>					

I do hereby certify that the foregoing is a true and exact copy of a Resolution adopted by the Council of the City of Englewood.

Lauren P. Vande Vaarst, RMC
City Clerk
City of Englewood

CITY OF ENGLEWOOD

RESOLUTION #XXX-01-24-12

Authorize Agreement for 2012 Green Communities Grant

WHEREAS, the City Council of the City of Englewood desires to further the public interest by obtaining a grant from the State of New Jersey and endorsed by the New Jersey Community Forestry Council in the amount of approximately \$3,000 to fund the following project:

2012 Green Communities Grant
Community Forestry Management Plan

WHEREAS, the purpose of this Green Communities grant is to provide funding to hire a qualified expert to assist the City of Englewood in the development of a Community Forestry Management Plan; and

WHEREAS, the City of Englewood hereby agrees to match 33.3% of the Total Project Amount, in compliance with the match requirements of the agreement. The availability of the match for such purposes, whether cash, services, or property, is hereby certified. 100% of the match will be made up of in-kind services. The Grantee agrees to comply with all applicable federal, State, and municipal laws, rules and regulations in its performance pursuant to the agreement.

NOW, THEREFORE, BE IT RESOLVED that Timothy Dacey, City Manager or the successor to the office of the City Manager is hereby authorized to execute a grant agreement between the City of Englewood and the State of New Jersey for the 2012 Green Communities Grant, Community Forestry Management Plan in accordance with the specifications therefore.

COUNCIL	MOTION	AYES	NAYS	ABSTAIN	ABSENT
<i>Algrant</i>					
<i>Forman</i>					
<i>Skurnick</i>					
<i>Cohen</i>					
<i>Drakeford</i>					

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Lauren P. Vande Vaarst, RMC
City Clerk
City of Englewood

CITY OF ENGLEWOOD

RESOLUTION #XXX-01-24-12

**AWARD PROFESSIONAL SERVICES CONTRACT
FOR REAL ESTATE APPRAISER TO DEFEND
THE 2012 TAX APPEALS FILED WITH
THE BERGEN COUNTY BOARD OF TAXATION**

WHEREAS, the City of Englewood requires the services of a qualified Real Estate Appraiser to assist in defending the 2012 Tax Appeals filed with the Bergen County Board of Taxation; and

WHEREAS, on the recommendation of the City Manager and the City Tax Assessor, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to Realty Appraisal Co. with offices located at 4912 Bergenline Avenue, West New York, New Jersey 07093, pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, the City Manager has determined that the value of this contract will be at a rate of \$100.00 per hour, not to exceed \$10,000 in the 2012 operating year; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to Realty Appraisal Co to provide assistance in defending the 2012 Tax Appeals filed with the Bergen County Board of Taxation, and the City Manager and City Clerk are hereby authorized to execute and attest to an agreement between the City of Englewood and Realty Appraisal Co;

BE IT FURTHER RESOLVED, that a copy of the within resolution, together with a copy of the Agreement and that the Business Entity Disclosure Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to cause a brief notice to be published once in The Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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CITY OF ENGLEWOOD

RESOLUTION #XXX-01-24-12

AWARD PROFESSIONAL SERVICES CONTRACT TO
DI CARA/RUBINO ARCHITECTS FOR REROOFING, BRICK REPOINTING AND
HVAC ROOF TOP UNIT CORRECTIVE MEASURES

WHEREAS, the City of Englewood requires an architect to provide professional design services for the Englewood City Hall renovations. The scope of work will include:

- Reroofing – Total roof area is to be reroofed including complete tear-off, new 3-4 ply built-up roof, new rigid insulation sloped as required, drains, flashings, metal coping, and gravel stops.
- Repointing – Existing exterior brick wall on the North and West elevations are to be repointed, including minor brick replacement/repair as required.
- HVAC Roof Top Unit Corrective Measures – Scope will include replacement of existing valves and condensate drain lines. Scope will also include assisting client to obtain qualifications for a service contractor; and

WHEREAS, on the recommendation of the City Engineer, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to Di Cara/ Rubino Architects, 30 Galesi Drive (West Wing), Wayne, New Jersey 07470 pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, the City Manager has determined the Fee Structure of this contract is as follows for the scope of services as stated in the attached proposal not to exceed a total of \$29,000;

FEE STRUCTURE:

A. Construction Documents	\$ 13,500.00
B. Bidding & Award	\$ 1,000.00
C. Contract Administration	\$ 3,500.00
(2 months construction)	
D. Extended Contract Administration (optional)	\$ 4,000.00
(This fee is in addition to C above.)	
E. Structural Review	\$ 3,500.00
Core Testing of concrete roof deck	\$3,500 (allowance)

WHEREAS, Di Cara/ Rubino Architects will complete and submit a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A.

19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to Di Cara/ Rubino Architects to provide professional design services for the Englewood City Hall renovations and the scope of work will include Reroofing, Repointing, and HVAC Roof Top Unit Corrective Measures;

BE IT FURTHER RESOLVED, that a copy of the within resolution, together with a copy of the Agreement and that the Business Disclosure Entity Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to cause a brief notice to be published once in the Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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City of Englewood

CITY OF ENGLEWOOD

RESOLUTION #XXX-01-24-12

APPOINT MUNICIPAL AUDITOR

WHEREAS, the City of Englewood requires the services of a Municipal Auditor for the 2012 operating year; and

WHEREAS, the City issued a Request for Proposals for Municipal Auditor Services; and

WHEREAS, on the recommendation of the City Manager, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to Ferraioli, Wielkotz, Cerullo & Cuva, P.A. with offices located at 401 Wanaque Avenue, Pompton Lakes, NJ 07442, pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, the City Manager has determined that the value of this contract will exceed \$17,500 in the 2012 operating year; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to Ferraioli, Wielkotz, Cerullo & Cuva, P.A. to provide Municipal Auditor Services, and the City Manager and City Clerk are hereby authorized to execute and attest to an agreement between the City of Englewood and Ferraioli, Wielkotz, Cerullo & Cuva, P.A.;

BE IT FURTHER RESOLVED, that a copy of the within resolution, together with a copy of the Agreement and that the Business Entity Disclosure Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to cause a brief notice to be published once in The Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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CITY OF ENGLEWOOD

RESOLUTION #XXX-01-24-12

**AWARD OF CONTRACT FOR APPRAISAL SERVICES
FOR NEW CONSTRUCTION AND
IMPROVEMENTS FOR ADDED ASSESSMENTS**

WHEREAS, the City of Englewood requires the services of a qualified persons and/or firms to provide Appraisal Services for New Construction and Improvements for Added Assessments for the 2012 tax year. Field Inspections, updating property record cards and the defense of Added Assessment Appeals at The Bergen County Board of Taxation are required; and

WHEREAS, the City issued a Request for Proposals for the Provision of Services – Appraisal Services for New Construction and Improvements; and

WHEREAS, on the recommendation of the City Manager and the City Tax Assessor, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to Realty Appraisal Co. with offices located at 4912 Bergenline Avenue, West New York, New Jersey 07093, pursuant to N.J.S.A. 19:44A-20.5 as other than a “Fair and Open” contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, the City Manager has determined that the value of this contract will be \$21,000 in the 2012 operating year; and

WHEREAS, the firm has completed and submitted a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to Realty Appraisal Co. to provide Appraisal Services for New Construction and Improvements for Added Assessments for the 2012 tax year, and the City Manager and City Clerk are hereby authorized to execute and attest to an agreement between the City of Englewood and Realty Appraisal Co.;

BE IT FURTHER RESOLVED, that a copy of the within resolution, together with a copy of the Agreement and that the Business Entity Disclosure Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to cause a brief notice to be published once in The Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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CITY OF ENGLEWOOD

RESOLUTION #XXX-01-24-12

**AWARD PROFESSIONAL SERVICES CONTRACT TO
ARCARI + IOVINO, ARCHITECTS TO DEVELOP CONSTRUCTION DOCUMENTS AND PROVIDE
DESIGN SERVICES FOR THE PUBLIC SAFETY BUILDING RENOVATIONS**

WHEREAS, the City of Englewood requires an architect to develop construction documents and provide design services for the Englewood Public Safety Building renovations. The scope of work will include:

- Measure and photograph existing building conditions
- Draw the existing dispatch area plan to scale
- Research Building Code for ADA, egress, and related issues
- Prepare design sketches showing at least two feasible designs
- Attend a meeting at your office to review findings and discuss preliminary concept
- Refine design concept and forward images via email for your review
- Prepare a statement of probable construction value
- Final revisions and coordination of documents
- Basic Architectural Services provided during the following phases:
 - Construction Document Phase
 - Bidding Phase
 - Construction Period Phase

WHEREAS, on the recommendation of the City Engineer, the City Council has determined, based on professional experience, expertise and reputation, to award a contract for such services to Arcari + Iovino Architects, One Katherine Street, Little Ferry, NJ 07643, pursuant to N.J.S.A. 19:44A-20.5 as other than a "Fair and Open" contract as defined therein; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 1 1-1 et. seq.) authorizes the award of such professional services contracts without competitive bidding; and

WHEREAS, the City Manager has determined the value of this contract for the scope of services as stated in the attached proposals is not to exceed a total of \$10,200; and

WHEREAS, Arcari + Iovino Architects will complete and submit a Business Entity Disclosure Certification and a Political Contribution Disclosure Form certifying that the firm has not made or will make any reportable contributions that would bar the award of this contract under the provisions of N.J.S.A. 19:44A-1 et seq. and City of Englewood Ordinance No. 07-31; and

WHEREAS, the Chief Financial Officer has certified that sufficient funds are available to award this contract and a copy of said certification is on file in the office of the City Clerk.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Englewood, Bergen County, State of New Jersey that a professional services contract is hereby awarded to Arcari + Iovino Architects to develop construction documents and provide design services for the Englewood Public Safety Building renovations for the scope of services as stated in the attached proposals;

BE IT FURTHER RESOLVED, that a copy of the within resolution, together with a copy of the Agreement and that the Business Disclosure Entity Certification and the Determination of Value, be on file in the Office of the City Clerk and be available for public inspection during regular business hours; and

BE IT FURTHER RESOLVED, that the City Clerk is hereby authorized to cause a brief notice to

be published once in the Record newspaper stating the nature, duration, service, and amount of the contract and that the resolution and contract are on file and available for public inspection in the office of the City Clerk.

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City of Englewood

CITY OF ENGLEWOOD

ORDINANCE #12-01

AN ORDINANCE AMENDING CHAPTER 12, ARTICLE 1 SOLID WASTE DISPOSAL AND RECYCLING, SECTION 12-4 OF THE HEALTH & SANITATION ORDINANCE OF THE REVISED GENERAL ORDINANCES OF THE CITY OF ENGLEWOOD

WHEREAS, Chapter 12, Article 1, Section 12-4 restricts the location of containers for garbage, rubbish, and recycling ~~and ashes~~ within the City of Englewood for residential properties; and

WHEREAS, the Governing Body of the City of Englewood wishes to amend the aforesaid Section to modify the location of containers for residential properties.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Englewood, Bergen County, New Jersey, that Chapter 12, Article 1, Section 12-4 is hereby amended as follows:

12-4. Location of containers

(a) With respect to residential premises, containers for garbage and rubbish ~~and ashes~~ shall be placed in a convenient location where the containers can be reached by City personnel without undue effort or hazard and shall conform to the following requirements:

(1) Collections of residential garbage and rubbish ~~and ashes shall be made at the rear~~ shall be made at the curb between the sidewalk area and the curb in front of each building in accordance with the provisions of section 12-5; however where there is no sidewalk the collection shall be made on the residential property in close proximity to the roadway. ~~However, where conditions require it, collections may be made at the front of buildings upon approval by the Director of Public Works.~~

(2) Collections of residential recycling materials ~~rubbish and properly bundled newsprint and other required recycling materials~~ shall be made at the curb between the sidewalk area and the curb in front of each building in accordance with the provisions of section 12-5.

(3) Except as otherwise provided, all ~~newsprint and other~~ required recyclable materials placed at curbside become the property of the City and it shall be unlawful for any other person or persons to pick up newsprint and other required recyclable materials from the curbside.

(b) Collection of commercial and industrial garbage and rubbish shall be made at the rear of the business establishment wherever possible, and if not possible shall be made at the curb in front of the establishment only in accordance with the provisions of section 12-5.

(c) Refuse or other trash shall not be placed in the street or roadway, nor shall any refuse, garbage, or other discarded object or collection container be placed upon the sidewalk so as to obstruct or interfere with pedestrian passage while such waste is awaiting collection.

(d) In the event heavy snow or ice conditions make the collection inaccessible to City personnel, except by undue effort or hazard, it shall be the obligation and responsibility of the property owner, lessee, tenant, occupant, or other person having charge of any lot or building, or part thereof, to make or cause to be made a path to and from the said container of items to be disposed of by City personnel.

This Ordinance shall take effect immediately upon final passage and publication as required by law.

CITY OF ENGLEWOOD

ORDINANCE #12-02

**AN ORDINANCE AMENDING ORDINANCE NO. 09-23 ESTABLISHING
A GREEN TEAM PURSUANT TO SUSTAINABLE NEW JERSEY**

WHEREAS, the Governing Body of the City of Englewood, in 2009 established a Green Team in accordance with Sustainable New Jersey pursuant to Ordinance No. 09-23; and

WHEREAS, the Governing Body of the City of Englewood wishes to amend said Ordinance re-establishing the Green Team under the auspices of the Environmental Commission and abolishing the Green Team as currently constituted.

NOW, THEREFORE, BE IT ORDAINED by the Governing Body of the City of Englewood that the Green Team previously established by the City Council is hereby abolished and the Green Team pursuant to Sustainable New Jersey be hereby established under the auspices of the City of Englewood Environmental Commission and that the Englewood Environmental Commission take all necessary to establish a Green Team subcommittee; and

BE IT FURTHER ORDAINED that the mission, goals and objectives for the Englewood Environmental Green Team subcommittee are established as follows:

1. To facilitate the successful completion of the requirements for certification of Sustainable New Jersey.
2. To educate and encourage all City employees, residents and businesses to participate in green initiatives.
3. To collaborate with public and private green committees to ensure the replication of best practices and to ensure a coordinated effort in the City of Englewood and its neighboring communities.

This Ordinance shall take effect immediately upon final passage and publication as required by law.